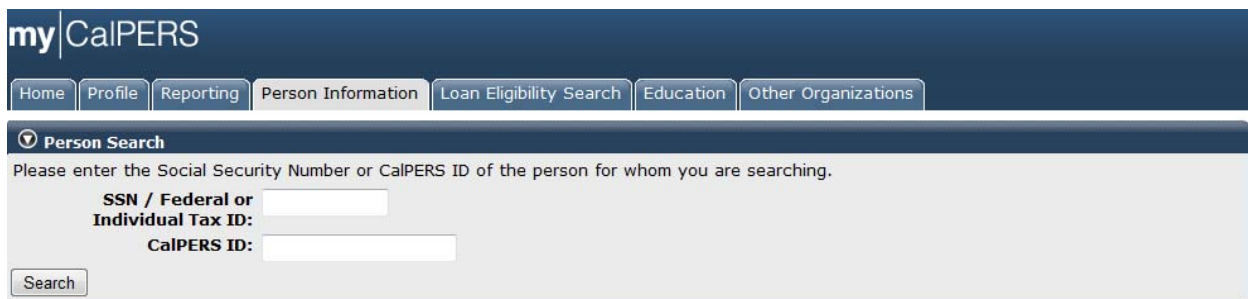


## Submitting a Permanent Separation

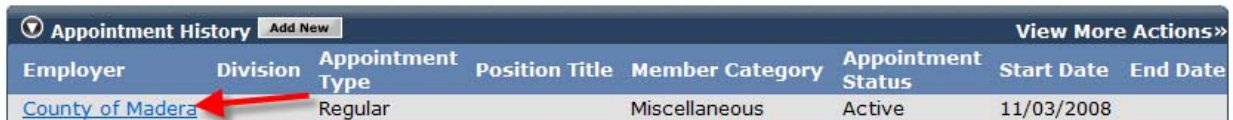
**Scenario:** A participant's last day on payroll is 6/30/11. The employer attempts to report the permanent separation as 6/30/11 and receives an error message and needs to correct the permanent separation as 7/1/11, the day after the last day on payroll.

**Step 1:** Select the Person Information tab and perform a search for the participant that needs the permanent separation reported.



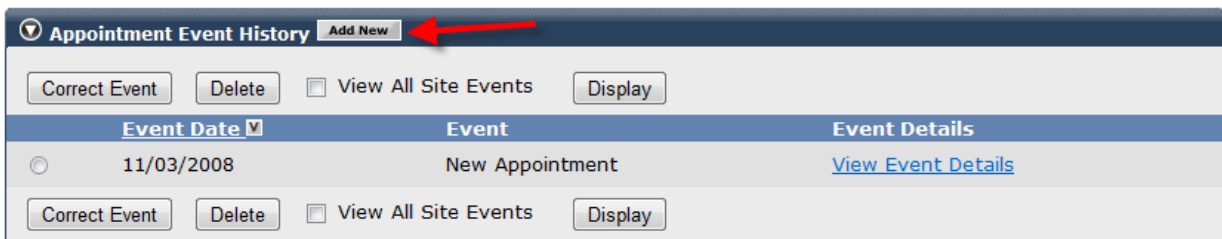
The screenshot shows the 'myCalPERS' website interface. At the top, there is a navigation bar with tabs: Home, Profile, Reporting, Person Information, Loan Eligibility Search, Education, and Other Organizations. Below this, the 'Person Search' section is active. It contains a text input field for 'SSN / Federal or Individual Tax ID:' and another for 'CalPERS ID:'. A 'Search' button is located at the bottom left of the search area.

**Step 2:** From the Participant summary screen, select the Employer link in the Appointment History panel.



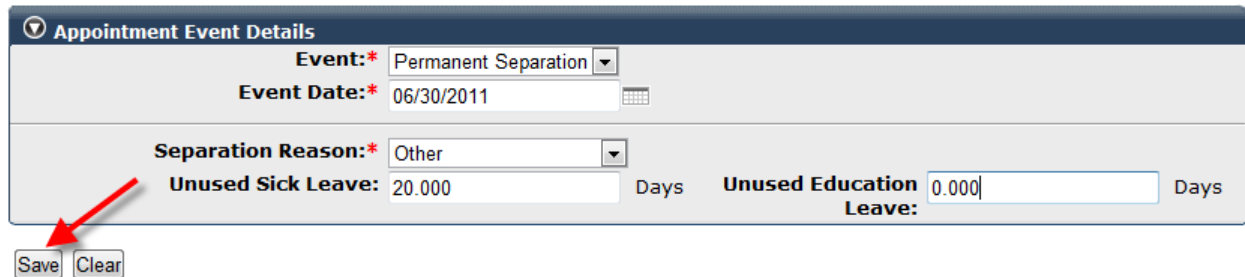
Appointment History <span>Add New</span> <span>View More Actions»</span>							
Employer	Division	Appointment Type	Position Title	Member Category	Appointment Status	Start Date	End Date
<a href="#">County of Madera</a>		Regular		Miscellaneous	Active	11/03/2008	

**Step 3:** From the Appointment Details and Event screen, select the Add New button in the Appointment Event History panel.



The screenshot shows the 'Appointment Event History' section. At the top, there is a tab for 'Appointment Event History' and a button for 'Add New'. Below this, there are buttons for 'Correct Event', 'Delete', and a checkbox for 'View All Site Events'. A 'Display' button is also present. The main area contains a table with columns: 'Event Date', 'Event', and 'Event Details'. The table has one row with the date '11/03/2008', the event 'New Appointment', and a link to 'View Event Details'. At the bottom, there are buttons for 'Correct Event', 'Delete', and a checkbox for 'View All Site Events', along with a 'Display' button.

**Step 4:** From the Appointment Change screen, select the Event: Permanent Separation and enter the Event Date as 6/30/2011, enter the appropriate Separation Reason and Unused Sick Leave/Unused Education Leave in the Appointment Event Details panel. Select the Save button.



**Appointment Event Details**

Event:\* Permanent Separation

Event Date:\* 06/30/2011

Separation Reason:\* Other

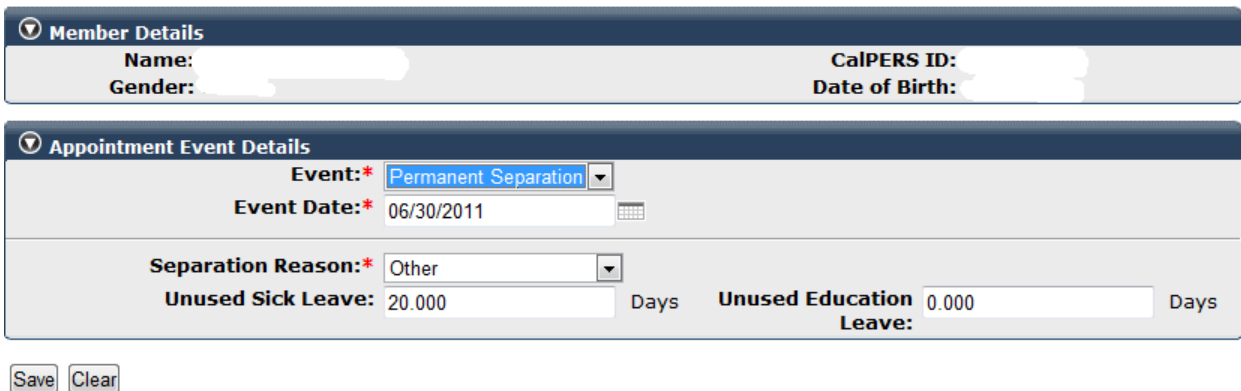
Unused Sick Leave: 20.000 Days

Unused Education Leave: 0.000 Days

Save Clear

**Step 5:** When Save is selected, the retirement enrollment validations run, for this scenario an error occurred stating, “The appointment has contributions reported after the event date of the permanent separation event. Extend the Event Date past the contribution reporting date or back out the contributions to continue.”

The appointment has contributions reported after the event date of the permanent separation event. Extend the Event Date past the contribution reporting date or back out the contributions to continue.



**Member Details**

Name: CalPERS ID:

Gender: Date of Birth:

**Appointment Event Details**

Event:\* Permanent Separation

Event Date:\* 06/30/2011

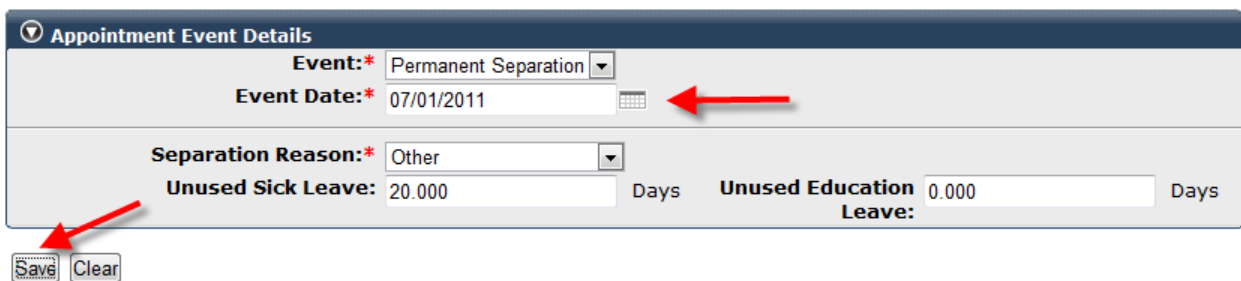
Separation Reason:\* Other

Unused Sick Leave: 20.000 Days

Unused Education Leave: 0.000 Days

Save Clear

**Step 6:** Change the Event Date to 7/1/2011 and select Save.



**Appointment Event Details**

Event:\* Permanent Separation

Event Date:\* 07/01/2011

Separation Reason:\* Other

Unused Sick Leave: 20.000 Days

Unused Education Leave: 0.000 Days

Save Clear

**Step 7:** The permanent separation is saved in my|CalPERS.

Appointment Event History <span>Add New</span>		
<div>Correct EventDelete<input type="checkbox"/> View All Site EventsDisplay</div>		
Event Date ▾	Event	Event Details
<input type="radio"/> 07/01/2011	Permanent Separation	Other
<input type="radio"/> 11/03/2008	New Appointment	<a href="#">View Event Details</a>
<div>Correct EventDelete<input type="checkbox"/> View All Site EventsDisplay</div>		